



### **Lutheranch Kitchen and Hospitality Coordinator NovusWay Ministries Job Description**

***MISSION:*** To provide experiences for all people in God's creation that inspire faith, build relationships, and transform lives.

***VISION:*** Trusting in God's promises, lives are transformed to love and serve as part of inclusive communities.

NovusWay Ministries (NovusWay, Inc.) is a progressive and growing outdoor ministry of the Evangelical Lutheran Church in America located across the southeastern United States that includes the camps and conferencing centers of Lutheranch, Lutherock, Luther Springs and Lutheranch. Lutheranch is located in Tallapoosa, GA with close proximity to Atlanta.

#### **Qualifications**

The Lutheranch Kitchen and Hospitality Coordinator shall be a person committed to Jesus Christ and the church and dedicated to working in a church related organization. S/he shall have a growing understanding and appreciation for the unique ministry of church camp and conferencing centers. S/he should possess a spirit of Christian hospitality and service, graciously engaging with guests and all who are associated with our ministry. S/he shall have knowledge, skills, and experience in housekeeping, food service, and hospitality/guest services, including:

- Minimum 3 years of experience in food service with demonstrated increase in responsibilities over that time period
- Minimum 1 year of experience managing staff, including hiring, scheduling, disciplining, and effectively delegating assignments based on staff skillsets, interests, and performance
- Experience managing supplies and budget
- Experience preparing food for large groups
- Must be ServSafe Certified
- Certification and/or degree in Culinary Arts is not a requirement but will be considered in the hiring process

## **Responsibilities**

Lutheranch Kitchen and Hospitality Coordinator is responsible for the leadership and management of all aspects of food service at Lutheranch Camp and Conference Center. This role is an integral part of the Lutheranch Guest Services Team, always greeting guests with a smile and providing gracious hospitality, going above and beyond to provide guests with delicious and nutritious meals, a welcoming environment, and exemplary customer service. We have a small staff at Lutheranch and s/he will have a big opportunity to influence the culture and guest experience. The Lutheranch Kitchen Manager shall have the following specific responsibilities:

### **1. Food Service and Kitchen**

- Plan, prepare and serve meals to groups and guests at Lutheranch. Group size may vary from 10 to over 300 people, with most groups ranging in size from 25 – 75 people.
- Plan menus, determine how to present dishes and ensure the quality of meals
- Order and maintain an inventory of food and supplies
- Check the freshness of food and ingredients
- Inspect and maintain supplies, equipment and work areas to ensure cleanliness, functionality and safety
- Monitor and maintain sanitation practices and follow kitchen safety standards. Ensure kitchen and guest dining areas are cleaned between meals.
- Ensure compliance with all federal, state and local regulatory requirements related to food service
- Hire, train, supervise, schedule and coordinate activities of other food preparation and service workers
- Accommodate guest food preferences, dietary restrictions and food allergies

### **2. Safety and Risk Management**

- Responsible for hiring, training, supervision and scheduling of all operations related staff and volunteers according to NovusWay personnel policies and internal processes.
- Leader of Lutheranch site safety initiatives to include, in partnership with the Lutheranch Program Director, when programs guests are on site.
- Work to ensure that site complies with all American Camping Association (ACA) standards as well as applicable local, state, and federal laws, with the long-term goal of maintaining ACA accreditation at Lutheranch in partnership with the Lutheranch Program Director.
- Responsible for the application of risk management and safety standards with housekeeping, food service and guest services staff to include training and ensuring that needed certifications and license requirements are in place and followed.

- Responsibility for timely and appropriate response when accidents/incidents occur following the NovusWay Ministries emergency and crisis plans to report upward.

3. Administration

- Participate in staff meetings and training events at Lutheranch and with the broader NovusWay Ministries organization as required.
- Manage the food service budget
- Other responsibilities in support of all NovusWay Ministries sites, programs and staff as needed or as directed by the Lutheranch Operations Director.

**Work Schedule**

Schedule will vary greatly week by week depending on when groups and guests will be at Lutheranch. Most weekends will be busy requiring long days, working from breakfast through dinner some days. Some weeks may require more than 40 hours of work while other weeks will require fewer hours. Candidates must be able to accommodate a flexible schedule and should expect to work most weekends.

**Support**

An annual performance review shall be provided by the Lutheranch Operations Director. Lutheranch Kitchen and Hospitality Coordinator will be a member, lead, or develop various teams to help accomplish the role. For example, these may include but are not limited to the *Lutheranch Guest Services Team*.

**Compensation and Benefits**

Salary commensurate with experience